



**Administration,
Information and
Control**

Termination of enrolment

Ending your studies

If you want to quit with your study you need to terminate your enrolment through www.studielink.nl. Your request of termination will be send to the Rotterdam University of Applied Sciences. We will take your request in process. **Are you graduated?** Then you do not have to terminate your enrolment through Studielink. The Rotterdam University of Applied Sciences will automatically terminate your enrolment.

Please note: It is your own responsibility to stop your student grant and public transport card at [DUO](#).

The **February 1st arrangement** is an arrangement from DUO and applies to your student grant and public transport card. This arrangement stands apart from your enrolment at the Rotterdam University of Applied Sciences and the payment of the tuition fee.

Refund of tuition fee

If you terminate your enrolment through Studielink or if you graduate in the months September until May, then you are entitled to a refund of the overpaid tuition fee. In this case you only have to pay tuition fee for the number of months that you were enrolled.

You are entitled to a refund of one-twelfth part of the owed tuition fee for each month after termination of the enrolment until the end of the academic year. This applies to the statutory- and institutional tuition fee.

Please note: you are not eligible for a refund of the overpaid tuition fee if you received a 'Proof of Payment of Tuition Fee' from Rotterdam University of Applied Sciences. If you want to be eligible for a refund of the overpaid tuition fee, you need to hand in the original 'Proof of Payment of Tuition Fee' from Rotterdam University of Applied Sciences at the [Studenten Service Center](#).

Withdraw (re)enrolment request for next academic year

If you withdraw your request for (re)enrolment through Studielink before September 1st, then you are not obligated to pay the tuition fee for the next academic year. The digital authorisation will be cancelled and if you already paid the tuition fee it will be refunded automatically.

Termination of enrolment after September 1st

September until May

If you submit a request for termination of enrolment through Studielink during the months September until May, then you are eligible for a refund of the overpaid tuition fee. In this case you only have to pay tuition fee for the number of months that you were enrolled. After the termination of your enrolment has been processed by the Studenten Service Center, you will receive a confirmation by letter. The digital authorisation will be stopped and you will receive a refund of the overpaid tuition fee.

Date of termination of enrolment: your enrolment will be terminated at the end of the month in which you have made a request through Studielink for termination of your enrolment. If you are

graduated then your enrolment will be terminated at the end of the month that is stated on your diploma. In this case you only have to pay tuition fee for the number of months that you were enrolled.

Example

May 10th: On this day you have submitted your request for termination through Studielink.

May 31st: Your enrolment will be terminated at the end of the month, in this case May 31st.

June 1st: You are officially no longer a student as from June 1st.

In this case you need to pay the tuition fee from September until May. You are eligible for a refund of the overpaid tuition fee for the months June, July and August.

June until August

If you submit a request for termination of enrolment through Studielink during the months June until August, then you are not eligible for a refund of the tuition fee. A refund is not granted over the months June, July and August, this is determined by the Executive Board of Rotterdam University of Applied Sciences on April 6th 2010.

After the termination of your enrolment has been processed by the Studenten Service Center, you will receive a confirmation by letter and the digital authorisation will be stopped.

Date of termination of enrolment: your enrolment will be terminated at the end of the academic year (August 31st).

Termination of enrolment after graduation

In case of graduation, you do not have to terminate your enrolment through Studielink. Your course department will send a copy of the diploma to the Studenten Service Center. Based on this copy your enrolment will be terminated. After your enrolment is terminated you will receive a confirmation by letter.

Please note: It is your own responsibility to stop your student grant and public transport card at [DUO](#).

September until May

The date that is mentioned on your diploma is leading for the termination of your enrolment. If you are graduated during the months September until May then your enrolment will be terminated at the end of the month that is stated on your diploma. In this case you only have to pay tuition fee for the number of months that you were enrolled. After the termination of your enrolment has been processed by the Studenten Service Center, you will receive a confirmation by letter. The digital authorisation will be stopped and you will receive a refund of the overpaid tuition fee.

Example

May 10th: this day is stated on your diploma.

May 31st: Your enrolment will be terminated at the end of the month, in this case May 31st.

June 1st: You are officially no longer a student as from June 1st.

In this case you need to pay the tuition fee from September until May. You are eligible for a refund of the overpaid tuition fee for the months June, July and August.

Remain enrolled: It is possible to remain enrolled (for a few months or until the end of the academic year) after graduating. You will have to send an e-mail to ssc-communicatie@hr.nl within one week after your enrolment is terminated. As a subject please mention 'Modification of the termination date of your enrolment', your student number and your desired date of termination of your enrolment. In the letter, in which we confirm the terminated of your enrolment, you will find the date until when you

can send this request. By requesting a later termination date of your enrolment you have the right to use your student grant and public transport card for that period. If you want to know exactly how much longer you are entitled to your student grant, please contact [Dienst Uitvoering Onderwijs \(DUO\)](#).

June until August

The date that is mentioned on your diploma is leading for the termination of your enrolment. If you are graduated during the months June until August, then your enrolment will be terminated at the end of the academic year (August 31st). As a result of this you are not entitled for a refund of the tuition fee. A refund is not granted over the months June, July and August, this is determined by the Executive Board of Rotterdam University of Applied Sciences on April 6th 2010.

Ending your student grant from DUO

It is your own responsibility to stop your student grant. If you want to know exactly until when you are entitled to receive your student grant, you need to contact the [Dienst Uitvoering Onderwijs \(DUO\)](#).

Please note: if you are not enrolled, then you are not entitled to receive a student grant. If you received a student grant unentitled, DUO will claim the student grant back including interest costs. You can also be fined.

February 1st arrangement

The February 1st arrangement only applies to your student grant and stands apart from the payment of the tuition fee. If you receive the student grant from DUO for the first time and you quit with your study programme, then the student transport card and the additional grant will be a gift. In this case you are not allowed to receive a student grant in the same academic year for another study programme at a University or University of Applied Sciences.

Please note: if you want your enrolment to be terminated before February 1st, then you have to submit your request for termination of your enrolment through Studielink at the latest by January 31st. If you do not want to use the February-arrangement, you can submit your request of termination of your enrolment at any time through Studielink. For further information about the February-arrangement, please contact [DUO](#).